

## JOB OPPORTUNITY

Dec. 1, 2004 - Dec. 14, 2004  
**Posting Dates**

**~~Part Time~~**-Temporary

Massachusetts Sentencing Commission

Job Description and Qualifications

for

### **EXECUTIVE ASSISTANT TO MASSACHUSETTS SENTENCING COMMISSION**

All applications must be received by: December 14, 2004

#### **POSITION DESCRIPTION:**

Under direction of Executive Director and Research Director, this position provides overall administrative support for the Sentencing Commission including:

Administrative support of office systems: telephone system, voice and auto-attendant system, fixed asset management system, and other equipment;

Office support for Commission activities: word processing, photocopying, faxing, mailing, telephone coverage, and scheduling;

Fiscal/Budgetary support: budget preparation, payroll, purchasing and encumbrance documents;

Prepares spreadsheets, tracks costs and projects the yearly budget relative to Commission goals;

Prepares publication-ready copies of statistical research reports, survey instruments, and other complex documents;

Screens visitors and telephone calls and answers inquiries or refers them to other personnel;

Maintains appointment calendar, arranges meetings, travel and schedules conferences;

Administers agency fixed asset program and serves as agency property control officer;

Organizes and maintains administrative files and records of Commission meetings and activities in compliance with all relevant statutes and regulations governing public records:

Prepares materials for all Commission, committee and public hearings.

Performs administrative duties including payroll preparation, bookkeeping, ordering supplies, paying bills, and preparing the budget;

Administers and performs or schedules routine maintenance on major office systems including telephone system, voice/auto-attendant system, personal computers, photocopier, and facsimile machine.

**SUPERVISION RECEIVED:**

Receives minimal supervision in performing work which is not governed by routine procedures and policies and requires a great deal of judgment and latitude.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Trial Court fiscal, budget, purchasing and payroll policies and procedures.

Knowledge of word processing, spreadsheet, electronic mail, and electronic scheduling.

Knowledge of English, grammar, spelling, and punctuation.

Ability to type at a minimum of 60 words per minute./

Ability to operate and administer office equipment including telephone system, personal computers, photocopier machines, and facsimile machines

Knowledge of clerical, bookkeeping, record-keeping, and other office procedures.

Ability to communicate effectively both orally and in writing.

**POSITION REQUIREMENTS:**

College degree and two years of administrative experience, or any equivalent combination of education and experience.

**SALARY: \$ 21,514.40**

Applications are available at the Administrative Office of the Trial Court, 2 Center Plaza, 5<sup>th</sup> floor, Boston, MA 02108 or downloaded from [www.mass.gov/courts](http://www.mass.gov/courts)

**COMPLETED TRIAL COURT APPLICATIONS SHOULD BE FORWARDED TO:**

Francis J. Carney, Jr., Executive Director  
Massachusetts Sentencing Commission  
90 Devonshire Street, 20<sup>th</sup> floor  
Room 2001  
Boston, MA 02109

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**